



Harper College®

1200 West Algonquin Road

Palatine, Illinois 60067

## MEMO

**To:** Officer Richard Nowaczyk # 881  
**From:** Deputy Chief R. Walker #802  
**Date:** January 2, 2018  
**Re:** Letter of Reprimand

On December 12, 2017 at 2340 hrs., you conducted a public service call at the request of a person who claimed to be a Harper College student. This person provided you with information that was on his phone displaying an e-mail that was purported to be from a Harper College instructor that authorized the student to gain access to the instructor's office to exchange a test. You did not question the authenticity of the e-mail and you did not ask for identification of the person to verify that he was a Harper College student. You escorted the person to the instructor's office, provided him access and the person was allowed to switch tests under your supervision.

Only after the person came back into the Police Department and admitted to the dispatcher that he gave you a false name, did you begin to question the validity of the e-mail first shown to you by the person.

Your initial lack of investigative action brought discredit to yourself and the Harper Police Department.

This is in violation of the Harper College Police Department Policy Manual. Policy 321.5.7 Efficiency (b) in part:

**321.5.7 Efficiency (b):**

Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse

My signature below verifies that I have reviewed this Letter of reprimand with my supervisor and that I have been provided with a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_